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TO : Chief, Classification and Wage Division

DATE: 8 May 1953

FROM : Director of Training

SUBJECT: Request for Re-Allocation of Vehicle Service and Transportation Facilities at Project []

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I. Under the present Table of Organization, the functions of vehicle service and transportation are split between the Administrative Staff and the Engineering and Maintenance Staff. Those functions under the Administrative Staff consist of motor vehicle dispatching and the hauling of material on trucks attached to the staff. The Engineering and Maintenance Staff is charged with the responsibility of maintaining, repairing, and re-conditioning all motor vehicles at the site. Experience has shown, however, that these two functions are in fact two facets of one main function. Therefore, it is requested that they be combined into one branch under the Administrative Staff. The following is a tabulation of the changes as we visualize them:

FROMAdministrative StaffProp & Supply & Transp. Branch

Motor Vehicle Disp.	U506	CPC-6
Truck Driver	U804	WB-6
" " " "	U804.01	WB-6
" " " "	U804.02	WB-6
" " " "	U804.03	WB-6
" " " "	U804.04	WB-6
" " " "	U804.05	WB-6

Engineering and Maintenance StaffVehicle Service Branch

Garage Sup	U871	WBS-6
Auto Mechanic	U504	WB-18
" " " "	U505	WB-15
" " " "	U505.01	WB-15
" " " "	U505.02	WB-15
" " " "	U505.03	WB-15

TOAdministrative StaffVehicle Service and Transp. Branch

Garage Sup.	WBS 8
Motor Vehicle Disp.	CPC-6
Auto Mechanic	WB-18
" " " "	WB-15
" " " "	WB-15
" " " "	WB-15
" " " "	WB-15
Truck Driver	WB-6
" " " "	WB-6
" " " "	WB-6
" " " "	WB-6
" " " "	WB-6

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2. In the event that this proposed change is approved, it would greatly increase the responsibility of the garage supervisor, position number U871, WBS-6, since he would then be responsible for the service, dispatch, and maintenance of all motor vehicle facilities at the base and it would also increase the number of individuals under his direct supervision from five to twelve. In line with this reasoning and based upon the attached position description, we suggest that consideration be given to raising this position from a WBS-6 to a WBS-8.

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for MATTHEW BAIRD

Attach.

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